

<b>Sensitive</b>	<b>FNFI Device Management Policy</b>	
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## FNFI Device Management Policy

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**FNFI Device Management Policy**



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APPROVED BY	NAME:	DAVID CHASE	
	DESIGNATION	ASSOCIATE VICE PRESIDENT - IT	

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#### REVISION HISTORY

Version	Revision	Issue Date	Changes
1	0	9-Oct-15	Initial Creation
1	1	1-Jan-16	Reviewed, No changes
1	2	10-Jan-17	New location address updated
1	3	6-Jun-18	Reviewed and updated Reviewer
1	4	5-Dec-19	Reviewed and updated Reviewer
1	5	26-Mar-20	Reviewed and updated eligibility approval and included Desktop usage and renamed policy
1	6	4-Mar-20	Usage of “company provided systems” only included
1	7	28-May-21	Replaced SCCM to Manage Engine Desktop Central and Reviewer
1	8	19-Jul-21	Reviewed and no changes
1	9	24-Feb-22	Reviewed and updated the Author and Reviewer
1	10	1-Jun-22	Reviewed and no changes
1	11	19-Sep-22	Changed Approver Name
1	12	25-May-23	Reviewed and updated Owner and Approver Name
1	13	25-Jul-23	Updated the registered office address of FNF India
1	14	24-Jan-24	Reviewed and updated the process

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## 1. POLICY

1.1 This policy defines the guidelines to be followed by all employees using FNFI provided Laptops / Desktops.

## 2. OBJECTIVE:

2.1 FNF INDIA PVT LTD. Provides Laptops/ Desktops with installed OS software and applications to certain employees to facilitate the following:

- 2.1.1 Work from home
- 2.1.2 Easy communication,
- 2.1.3 Access to mails at all times,
- 2.1.4 To respond to the critical mails from clients, colleagues, and others on quick turnaround basis.
- 2.1.5 During BCP situation to enable work from home.

## 3. ELIGIBILITY:

3.1 Team leads, Software Engineers and above is eligible to use a laptop/desktop however based on business requirement the allocation will be approved by the respective business head. Any exceptions to the above will require the executive management approval.

## 4. PROCESS:

### 4.1 Installation

- 4.1.1 The IT Department will ensure that the following have been completed.
- 4.1.2 All OS and application related patches have been applied on the laptop/desktop.
- 4.1.3 All security requirements as identified have been configured.
- 4.1.4 Anti-virus software is installed on the system.
- 4.1.5 Access is provided as per the identified requirements.

### 4.2 Infrared port and Bluetooth

- 4.2.1 The infrared port and Bluetooth can be used to transmit data. But it is possible for someone else to browse the files on a laptop/desktop without you knowing it, if these ports are enabled. This vulnerability is often overlooked. The infrared port and the Bluetooth on FNF's laptops/desktop will be disabled from the BIOS or other means if not required.

### 4.3 Access to USB ports

- 4.3.1 To ensure that no unauthorized person transfers information using any I/O devices that can connect to the USB port, FNF will not allow access to the USB port on any laptop/desktop for connecting such devices.
- 4.3.2 Any user requiring access to USB ports for connecting input-output devices must get an authorization from the Business head, IT head and Compliance Head approval and follow Exception procedure.

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#### 4.4 Windows and Antivirus updates

4.4.1 Latest antivirus and windows updates along with policies will happen through our corporate network in office.

4.4.2 For VPN users who work from home they need to connect office VPN to ensure the laptop/desktop is compliance with latest antivirus and windows updates along with policies.

4.4.3 For Non-VPN users who is working from home, the laptop/desktop will get updates over internet as this system are autopilot and managed through Intune.

#### 4. Physical Security

- 5.1.1 The physical security of the laptop/desktop is the responsibility of the user to whom the laptop/desktop is provided. It is the responsibility of the concerned user to follow and abide by the Laptop Guidelines provided to the user. It is the responsibility of the concerned user to read and understand these Laptop Guidelines which is in the form of a handout and provided to each laptop user in the laptops carrying case.

#### 5. Data Backup

- 6.1.1 Data on the laptop/desktop is more expensive to replace than the hardware. The following must be followed.

6.1.1.1 If the user is traveling for an extended period, the data on the laptop/desktop should be backed up.

6.1.1.2 The concerned user should contact the System Administrator /

Backup Operator for backing up of the data on the laptop/desktop.

6.1.1.3 If a user is traveling, the user can work on the laptop provided by FNF. However, once the user is back in office, he / she should copy the updated files on the server.

#### 6. Monitoring

- 7.1.1 All the data residing on the laptops/desktops is the property of the company. FNF reserves the right to install any monitoring software on the laptops/desktops and the right to monitor the company laptops/desktops for any inappropriate, abusive, or unethical use. Employees who carry out any inappropriate, abusive, or unethical use of the laptops/desktops can be held responsible and legal and / or punitive action will be taken up against them. All communications, including text and images, done using the laptops/desktops can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

#### 7. Disciplinary action by FNFI

8.1 This policy should be strictly followed by all employees of FNF using its laptops/ desktops. Any breach, whether intentional or unintentional, shall be viewed seriously by FNF. FNF reserves the right to take necessary disciplinary action against the employee in breach of this policy. Depending

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upon the seriousness of the breach, FNF may in its sole discretion, decide upon the type of disciplinary action which may include summary dismissal without notice.

## **8. LOSS / DAMAGES:**

9.1 In case the laptop is lost or completely damaged, estimated depreciated value of the Laptop will be recovered from the employee 's salary by the company. The depreciation will be taken at 8% for each quarter in the first year, 6% per quarter in the second year and 5% per quarter from third year onwards.

## **9. EMPLOYEE DECLARATION**

The employee declaration form mentioned below should be duly signed by the concerned parties and a copy of the same will be filed in the employee records.

## **10. EFFECTIVE DATE**

11.1 These guidelines and Procedures shall supersede all other earlier guidelines / rules on the Subject matter shall come into force with effect from 1st October 2017

## **11. ANNEXURE- EMPLOYEE DECLARATION**

### **EMPLOYEE DECLARATION**

I, Ms. Srushti Patil working as Trainee in FNF India, hereby acknowledge the receipt of a company provided system (laptop/ desktop) with accessories to enable remote operations, as per FNF India's Business Continuity Plan.

The details of the equipment provided to me are as follows:

Laptop/ Desktop Asset Tag: Laptop

Serial Number: 8DTT484

Laptop/ Desktop Make & Model: Dell Latitude 3540

During this period that I am required to work from my residence as part of FNF India's Business Continuity exercise,

I assure you that:

1. I have read and acknowledged the "FNFI Device Management Policy" and will use the Laptop/ Desktop as per guidelines mentioned therein, including any future amendments to the policy with prior intimation of the same.

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2. FNF India official OS and application will be configured on this laptop, and I will not install / alter any software without approval from the IT department.
3. I will be the only authorized user who can access this device and will not allow any other user to access the device provided by the company and I will only use “company provided systems” to access the FNF India network.
4. I will ensure that the data accessed to support FNF India operations will be kept confidential and will not provide access to any unauthorized users.
5. I will comply by FNF India’s “Information Security Policy” and will avoid leaving desktop/ laptop unattended and logged on. I will always shutdown, lock or logoff before walking away from the system.
6. I will only use a trusted “wireless connection” while trying to connect the device to the Internet.
7. I will ensure that the monthly Windows patch updates and Defender antivirus updates are updated and will contact IT for any discrepancies.
8. I will use the Laptop/ Desktop with utmost care and maintain the same in good working condition.
9. I will be available in office for any issues related to Operating system or with compliance concerns of the laptop.
10. I will return the Laptop/ Desktop to FNF India at the end of my tenure/the BCP exercise and will ensure that the laptop/desktop is in good working condition while surrendering the same.
11. The laptop has a warranty of one year from the date of purchase on manufacturing defects only. Any damages / mal functioning of the laptop due to careless handling / improper use shall be rectified at my own cost. \*
12. In case the laptop is lost or completely damaged, estimated depreciated value of the laptop will be recovered from my salary by the company. The depreciation will be taken at 8% for each quarter in the first year, 6% per quarter in the second year and 5% per quarter from third year onwards. \*

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